



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 80
APO AE 09630

SEP 19 2005

IMEU-VIC-AO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-04, SIGACT Policy

1. Significant Activity (SIGACT) Reports are an outstanding method of showcasing the truly impressive accomplishments of the men and women of U.S. Army Garrison Vicenza and Livorno. Twice a month we're asked to provide our senior leadership with updates on how we're supporting our communities so we need to capitalize on this opportunity.
2. Every Directorate, Special Staff office and USAG Livorno will provide a SIGACT report to the Garrison Command Group Administrative Officer on the dates published via email using the following guidelines.
 - a. Reports will include three major topic headings:
 - (1) Community and Family Readiness
 - (2) Community Support and Quality of Life
 - (3) Mission Support.
 - b. Submissions will be written in a final format, ready for insertion into the master report with no editing required by the command staff. Quality reports are the responsibility of the Directors and Special Staff.
 - c. Though report preparation may be delegated, the responsibility for quality, timely submitted reports remains the responsibility of the Director or office senior leader.
 - d. Late submissions will not be accepted. You will miss the opportunity to highlight the superior work of your organization.
 - e. Negative replies are required from all offices if you do not have information to submit.

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3. Please contact Mr. Ed Syms at 634-7789 if you have any questions.

A handwritten signature in black ink, appearing to read 'V.S.L. Williams', is positioned above the printed name.

VIRGIL S.L. WILLIAMS
COL, QM
Commanding

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